



**HAMILTON COUNTY**  
**LOCAL EMERGENCY PLANNING COMMITTEE**

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**MINUTES**

**LEPC Meeting, March 21, 2001**

A meeting of the Hamilton County Local Emergency Planning Committee (LEPC) was held March 21, 2001 at the Chattanooga Gas Company, 6125 Preservation Drive, Chattanooga, Tennessee.

Those in attendance were:

Bruce Garner, Chairman, Chattanooga Fire Department  
Larry Martin, Vice Chairman, McKee Foods  
Jamie Farrow, Vice Chairman, Conagra Poultry  
Joyce Wagner, Vice Chairman, SI Industries  
Bob Diehl, Vice Chairman, Electric Transit Vehicle Institute  
Wayne Stuntz, Secretary/Treasurer/Title III Coordinator  
Amy Maxwell, Hamilton County Emergency Services  
Harold Manning, Hamilton County Emergency Services  
Mike Edwards, McKee Foods  
Mike Pemberton, Chattanooga Fire Department  
Caroline Williams, League of Women Voters  
Jim Parks, Chattanooga Health Department  
Mike Beavers, TVA-Sequoyah  
Lori Bachus, Tennessee American Water Company  
David Ballard, PB&S Chemical-Bentag  
Danny Free, Chattanooga Gas Company  
Richard Twitchell, Consultant  
Bob Thomas, Erlanger Hospital  
Randy Snorek, Electric Power Board  
Tim Nance, DPC Enterprises  
Nancy Kuhns, CARTA  
Reggie Ferguson, CARTA  
C.R. Goodner, RACES  
Charles Chauncey, RACES  
Terry Million, Dupont Company  
Timothy Langsford, Chattanooga Storm Water  
Dane Creel, Nabisco, Inc.

Pat Freaney, American Red Cross

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Those in attendance: (Cont.)

Chuck Nichols, Chattanooga Fire Department  
Dusty Rominger, W.R. Grace  
Tony Quarles, Chattanooga Fire Department  
Mark Hogan, ALSTOM  
Charles Owens, Westinghouse Electric Company  
Tyson Chandler, Mueller Company

Chairman Bruce Garner called the meeting to order at 10:38 a.m. and welcomed all in attendance. For the benefit of those attending the meeting for the first time, Mr. Garner asked each person to introduce themselves.

The Chairman made certain that each member in attendance had received a copy of the agenda for the meeting and those that did not were provided a copy.

### **Old Business**

The Chairman then asked if all had received the minutes of January 17, 2001 meeting. After which he called for a motion to approve the minutes as written. There being no request for correction or discussion, Caroline Williams made the motion to approve the minutes as written. The motion was seconded by Amy Maxwell, followed by approval of the full committee.

The Chairman then asked the Treasurer for the LEPC's financial report. Mr. Stuntz had already distributed copies of the report to members in attendance and briefly reviewed the report with the committee. Wayne said that he especially wanted to thank those companies (depicted on the attachment to the financial report) who graciously responded with monetary contributions to the LEPC's annual fundraising letter mailed out in January 2001. A copy of the financial report is a matter of LEPC record.

Chairman Garner asked the Treasurer to talk about the new accounting procedures adopted by the LEPC Executive committee. Mr. Stuntz said that the audit conducted by the County Auditors office for the period December 31, 1999 through December 31, 2000 made a couple of recommendations which are currently being put into effect jointly by the LEPC and Hamilton County Emergency Services. Briefly stated, they are: assign a person (other than the Treasurer) to review the LEPC financial records on a monthly basis; assign someone other than the Treasurer to perform monthly bank reconciliations; and lastly, require all check-signers to review and cancel the support for expenditures prior to signing the checks.

Chairman Garner then addressed a request made to the committee by a member during the January 31, 2001 meeting. The request was made by Denny Day with Ferguson Harbour to use \$1,000.00 of LEPC funds to pay for travel and maintenance expenses to send a Hamilton County employee to Colorado for hazmat training. At that meeting, Mr. Garner said that the LEPC was caught off guard by the request in that it was not first brought to the attention of the Executive Committee for consideration. After some discussion, the request was deferred to the Executive Committee by the full committee during the meeting.

Mr. Garner said that a few days later, he called for a special meeting of the Executive Committee to consider the request. After considering all the issues, the Chairman said the Executive Committee unanimously voted to disapprove the request for several reasons. He said the LEPC is a non-profit entity; it has no income, relying solely on donations and grants to support its efforts. At the time of the request, the LEPC's financial account had only \$8,585.00, and to reduce it by \$1,000.00 would seriously impair plans contemplated by the Executive Committee and the Plans Subcommittee in purchasing laptop computers, software programs, etc. There was also the matter of setting a precedent in contributing donated funds to a tax-supported, government agency.

Mr. Garner asked the committee if anyone had any objections or comments regarding the Executive Committee's decision to reject the request. There were none.

The Chairman then spoke about the LEPC audit performed by the county auditor's office. He said the audit report recommended better procedures for logging checks received, and it recommended a ledger book be maintained, detailing at a minimum the amount received, date received, payee and purpose of receipt. These procedures were being put into affect immediately.

Mr. Garner also said that the LEPC account was currently in a non-interest bearing account and that the Executive Committee would at its next meeting make it a point to discuss changing this to an interest bearing account. Vice Chair Bob Diehl said that one of the reasons for its current status was for income-tax purposes—that this precluded a non-profit organization, such as the LEPC, from reporting interest income to the IRS. This will be addressed at the next Executive Committee meeting.

The Chairman passed copies of the Auditor's report around for the committee to look over, stating that page five of the report contained the LEPC's response to its recommendations. Mr. Garner said it was a good audit of the LEPC financial account and he appreciated the work of the county auditor's office. A copy is maintained for record purposes.

The Chairman addressed the problem of improper addresses on Tier II reports and cited a couple of examples. He asked Mr. Stuntz to give a brief report on the proper addresses

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for Tier II reports. Mr. Stuntz said that the Hamilton County website was updated with current information on the LEPC and that the link to the LEPC contained the correct addresses for submitting Tier II reports. He said that the website could be accessed at: <http://www.hamiltontn.gov/EmergencyMgmt/LEPC>.

## **New Business**

The Chairman thanked the Chattanooga Gas Company for hosting the LEPC meeting. Mr. Chris Young welcomed the LEPC, then introduced the guest speaker, Mr. Gary Northrup, LNG Technology Manager for the Atlanta Gas Light Company. A copy of his presentation is on file.

Chairman Garner then asked for progress reports from co-chairs of the various LEPC subcommittees.

- Jamie Farrow, co-chair of the Exercise Subcommittee, said that they met on February 21<sup>st</sup> and that the Atlanta Gas Light Company had agreed to host the next LEPC hazmat exercise. The subcommittee is looking at holding the drill in October or November, 2001. Ms. Farrow made an appeal to the committee for more members to join the Exercise Subcommittee.
- Chuck Nichols, co-chair of the Conference Subcommittee, gave a brief review of the process used in planning previous LEPC conferences. He spoke about the possibility of expanding the conference and offering more training, and he gave tentative dates for the next LEPC conference in August 2001. Mr. Nichols also provided a list of action teams for the conference subcommittee, made a general request to all LEPC members to participate in some way to support the annual conference, and stressed that this is a very important event for the LEPC. A copy of the Conference Subcommittee's activity report is on file.
- Larry Martin, co-chair of the Plans Subcommittee, said that the LEPC Emergency Response Plan was a tool for first responders to use in the event of an accident at companies involving hazardous materials. He said that the existing plan was not very user friendly, especially for first responders. Mr. Martin said that one goal of the Plans Subcommittee is to get the plan into a computer format to be accessible to all first responders. He spoke of the need to develop a more precise and to-the-point plan.

Mr. Martin said that the committee was looking at one piece of software in particular called **Max Responder**, to fulfill this goal. He said that it may or may not be the

software of choice. He said that Thomas Cook, CFD, was currently developing a template for chemical companies to use, similar to the Facility Data Sheet.

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Instead of providing a written report, companies could *e-file* their information using this format. The work continues.

- Joyce Wagner, co-chairperson for the Program/Outreach subcommittee, reported that Mr. Girish Patel of Alco Chemical would be the guest speaker at the next meeting, to be hosted by the DuPont Company, May 16, 2001 at 10:30 a.m. She said she is looking ahead at future meetings, but as yet does not have a sponsor/location or guest speaker(s) for the July 2001 meeting. The Chairman encouraged all of the members to get involved by hosting a future meeting and providing ideas for future programs/speakers. Those with input should contact Ms. Wagner or Ms. Williams as soon as possible.
- Larry Martin, co-chair of the By-Laws Subcommittee, reported on its progress. Copies of the current LEPC by-laws, and a *draft copy* of proposed changes, were prepared by the subcommittee and distributed to each member prior to the meeting. Each member was asked to review the by-laws and be prepared to discuss them at the meeting. Since there were some questions about the proposed draft, it was recommended that those personnel who had suggestions submit their ideas at the next scheduled by-laws subcommittee meeting. These suggestions would then be presented for review at the next Executive Committee meeting.
- Amy Maxwell gave the Membership Subcommittee report. Ms. Maxwell welcomed all of the new members voted in at the January 21, 2001 meeting, including Chip Manning, Buddy Kamin, and Rip Rohen of Hamilton County Emergency Services; Kevan Parker and Kevin Condra of HEPACO; and Dane Creel of Nabisco, Inc. Ms. Maxwell also welcomed and introduced guests Nancy Kuhns and Reginald Ferguson from CARTA, and Pat Freeney of the American Red Cross, all of whom expressed interest in becoming members of the LEPC. Mr. Stuntz made a motion that Ms. Kuhns and Mr. Ferguson of CARTA and Mr. Freeney of the American Red Cross be accepted as new members to the LEPC. The motion was seconded by Ms. Maxwell and unanimously agreed upon by the LEPC.

### **Other Business**

The Chairman asked the committee if there was any other business to discuss. Ms. Wagner said that the next meeting was scheduled for May 16, 2001 at the Dupont Company. A meeting notice will be published prior to the meeting. There being no further business to conduct, Mr. Charles Chauncey made the motion that the meeting be adjourned, seconded by Mr. Bob Diehl and agreed to by the full committee. Following the meeting, lunch was provided, courtesy of the Chattanooga Gas Company.

